



MT
UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
2d FORCE SERVICE SUPPORT GROUP (REIN)
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5702

IN REPLY REFER TO

BnO 6240.1

1/RRG/evh

10 NOV 1987

BATTALION ORDER 6240.1

From: Commanding Officer
To: Distribution List

Subj: HAZARDOUS MATERIAL AND HAZARDOUS WASTE PROCEDURES

Ref: (a) BO 11090.1E
(b) BO 11090.3

Encl: (1) Inspection Form for Hazardous Waste Handling and Storage Areas
(2) Instructions for Completing DD Form 1348-1 Disposal Document
(3) Sample Packaging and Preservation Work Request
(4) Hazardous Waste Training File
(5) Hazardous Material Control Work Site Procedures
(6) Format for Hazardous Waste Spill and Related Emergency Contingency Plan

1. Purpose. To implement procedures for the disposal of Hazardous Waste and Hazardous Materials in accordance with the references.

2. Definitions

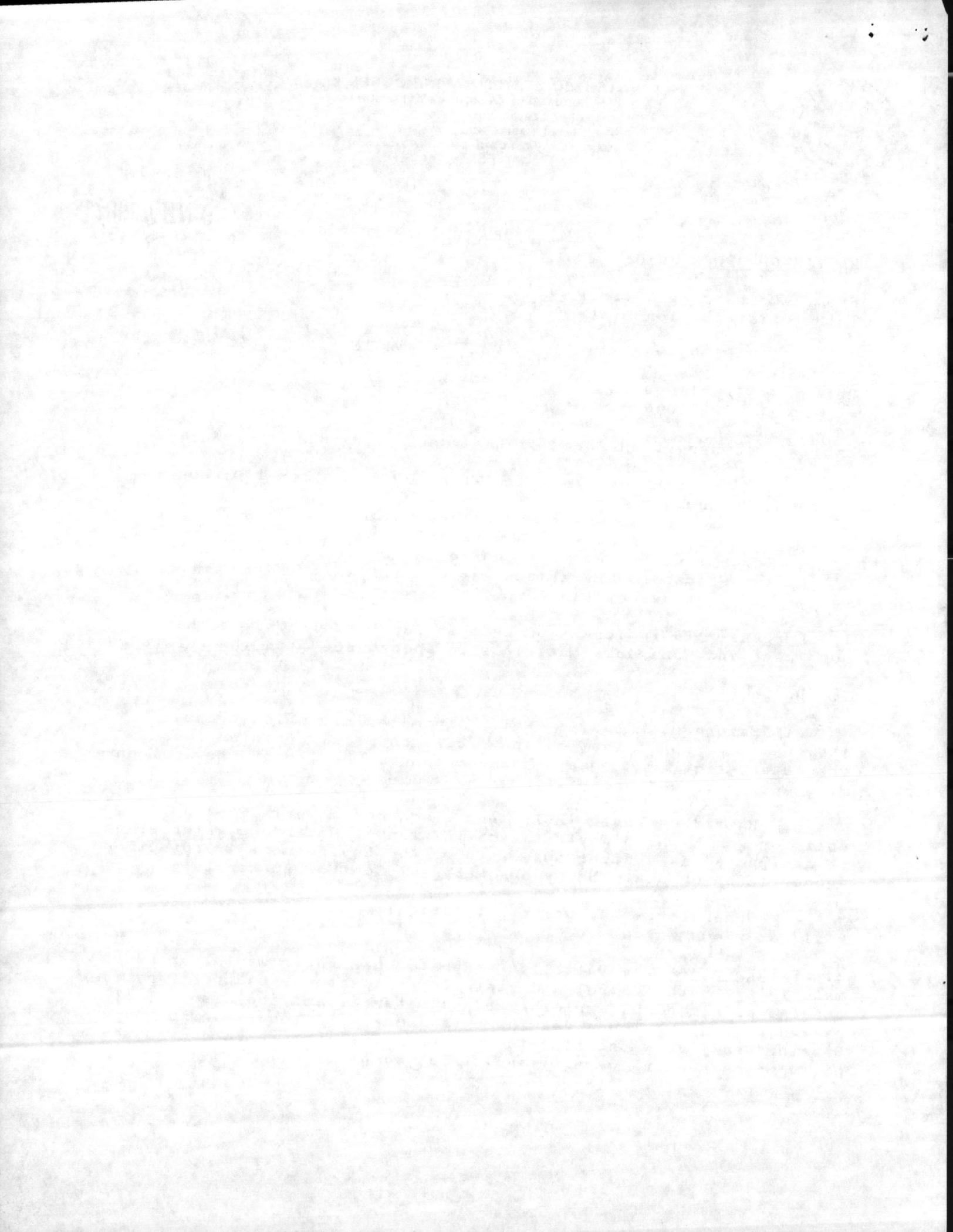
a. Hazardous Material (HM). Any material, which because of its quantity, concentration, physical, chemical or infectious characteristics, may pose a hazard to human health or the environment when released or spilled.

b. Hazardous Waste (HW). Any discarded material - liquid, solid or gas - which meets the definition of Hazardous Material or is designated as a hazardous waste by the Environmental Protection Agency (EPA) or State Hazardous Material Control Authority.

c. Generator. The unit that initially used a hazardous material/hazardous waste.

3. Background. The Battalion generates hazardous waste/hazardous materials. Both federal and state laws dictate procedures for storage of hazardous waste/hazardous material and the disposal of hazardous waste. These requirements along with local Marine Corps Base orders govern the handling of hazardous waste/hazardous materials which require careful and strict compliance.





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4. Action. Overall responsibility for the Hazardous Material/Hazardous Waste management program rests with the Battalion Commander. Battalion Staff and Subordinate Commanders responsibilities are identified as follows:

a. Battalion S-3 Officer. Coordinate formal training as required.

b. Battalion S-4 Officer

(1) Coordinate the hazardous material/hazardous waste program.

(2) Designate in writing the Battalion Hazardous Material/Hazardous Waste Officer and NCOIC.

c. Battalion Hazardous Material/Hazardous Waste NCOIC

(1) Inspect company areas and the Battalion temporary storage area, building 1309, weekly.
FC 256

(2) Use enclosure (1) to inspect. Maintain completed forms on file for one year.

(3) Maintain copies of appointment letters for company Hazardous Material/Hazardous Waste Officers.

(4) Forward DD Form 1348-1 documents (enclosure (2)) to the Battalion hazardous material/hazardous waste Officer in accordance with reference (a).

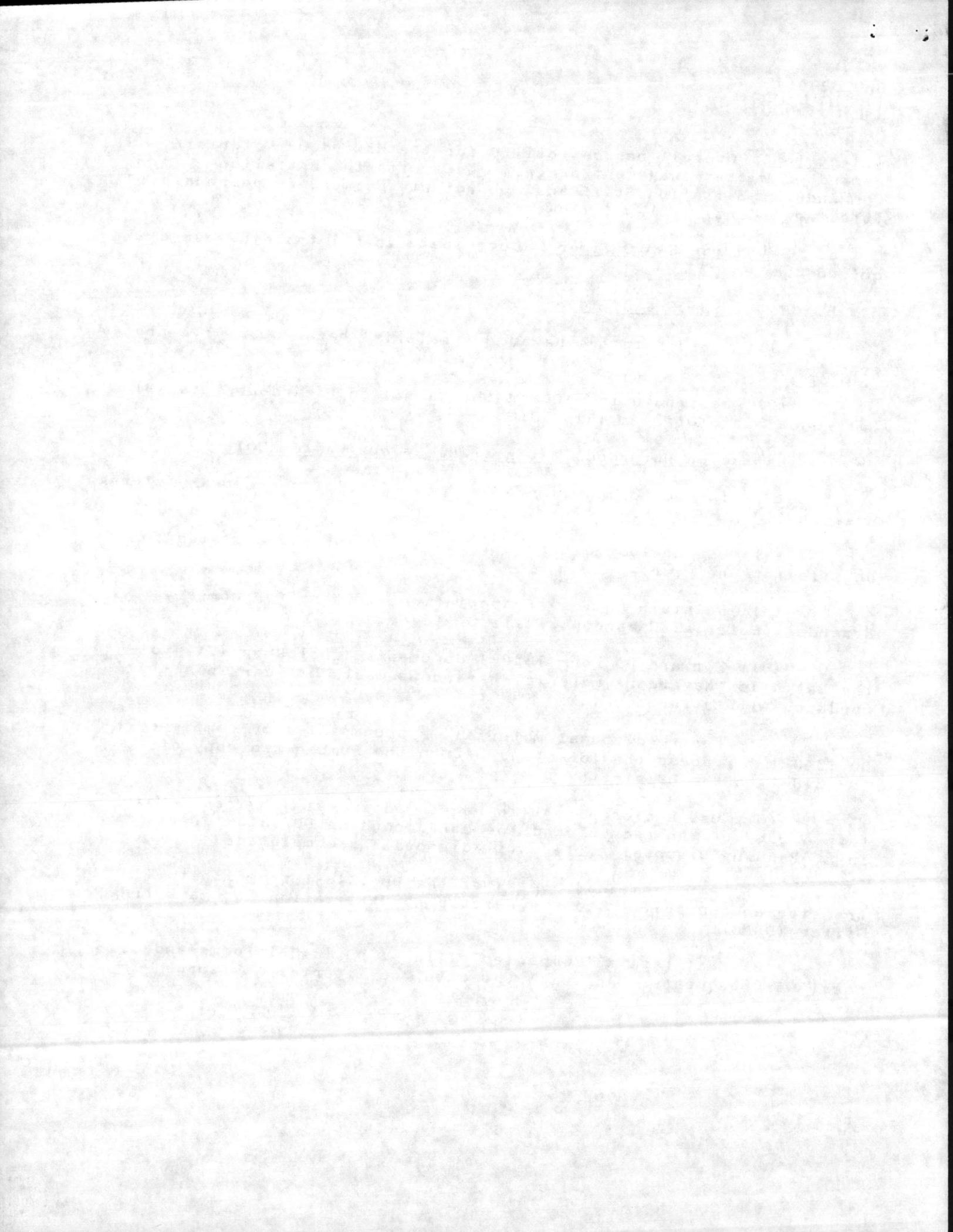
(5) Ensure disposal material is accompanied by completed DD 1348-1. Process the forms and return the number two copy of DD 1348-1 to the originator.

(6) Use enclosure (3) to request disposal services. Maintain a copy of the request and the corresponding DD 1348-1 forms in a "Pending Disposal" file until disposal is completed.

(7) Retain signed copies of the DD 1348-1 forms that transfer accountability to the Defense Re-Utilization and Marketing Office (DRMO).

(8) Maintain a "Completed" file of DD 1348-1 forms and disposal work requests. Annotate the date the material was turned in





to Defense Re-Utilization and Marketing Office (DRMO) for disposal. These records are maintained for life.

(9) Train and provide assistance to Hazardous Material personnel within the Battalion.

(10) Maintain annual training file on classes attended by the Hazardous Waste Officer and NCOIC. These files will be maintained for three years and then destroyed.

d. Company Commanders

(1) Designate in writing, a company Hazardous Material/Hazardous Waste Officer and Staff Noncommissioned Officer. Forward a copy of the appointment letter to the Battalion Hazardous Waste/Hazardous Material Officer.

(2) Request formal training by letter from the Battalion S-3 Officer. Formal training, such as Navy Safety School OSH-340 "Hazardous Material Control", should be requested.

(3) Maintain a training file on personnel handling Hazardous Material/Hazardous Waste using enclosure (4). These files are to be maintained for three years and then destroyed.

(4) Maintain a turnover file to include Points of Contact, all message traffic and correspondence.

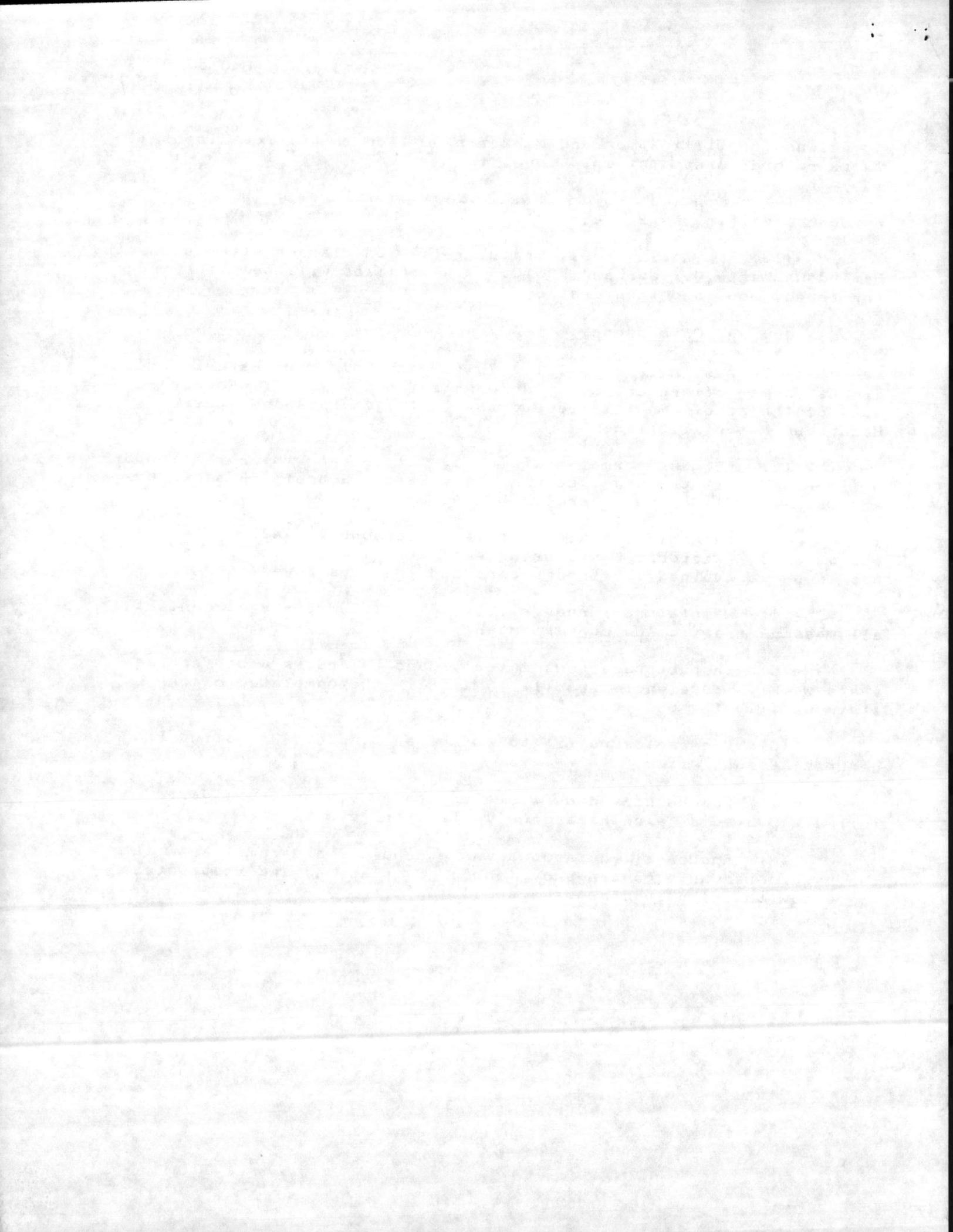
(5) Inspect hazardous material and hazardous waste storage areas weekly. Use enclosure (1). Maintain the completed checklists on file for one year.

(6) Use enclosure (5) to establish Standard Operating Procedures at work sites.

(7) Ensure hazardous waste contingency plans (enclosure (6)) are posted at each hazardous waste storage site.

(8) Ensure all hazardous waste handlers are familiar with the hazardous waste contingency (encl: 6) plan and are instructed to follow the plan in case of a spill.

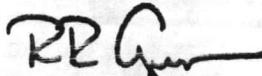




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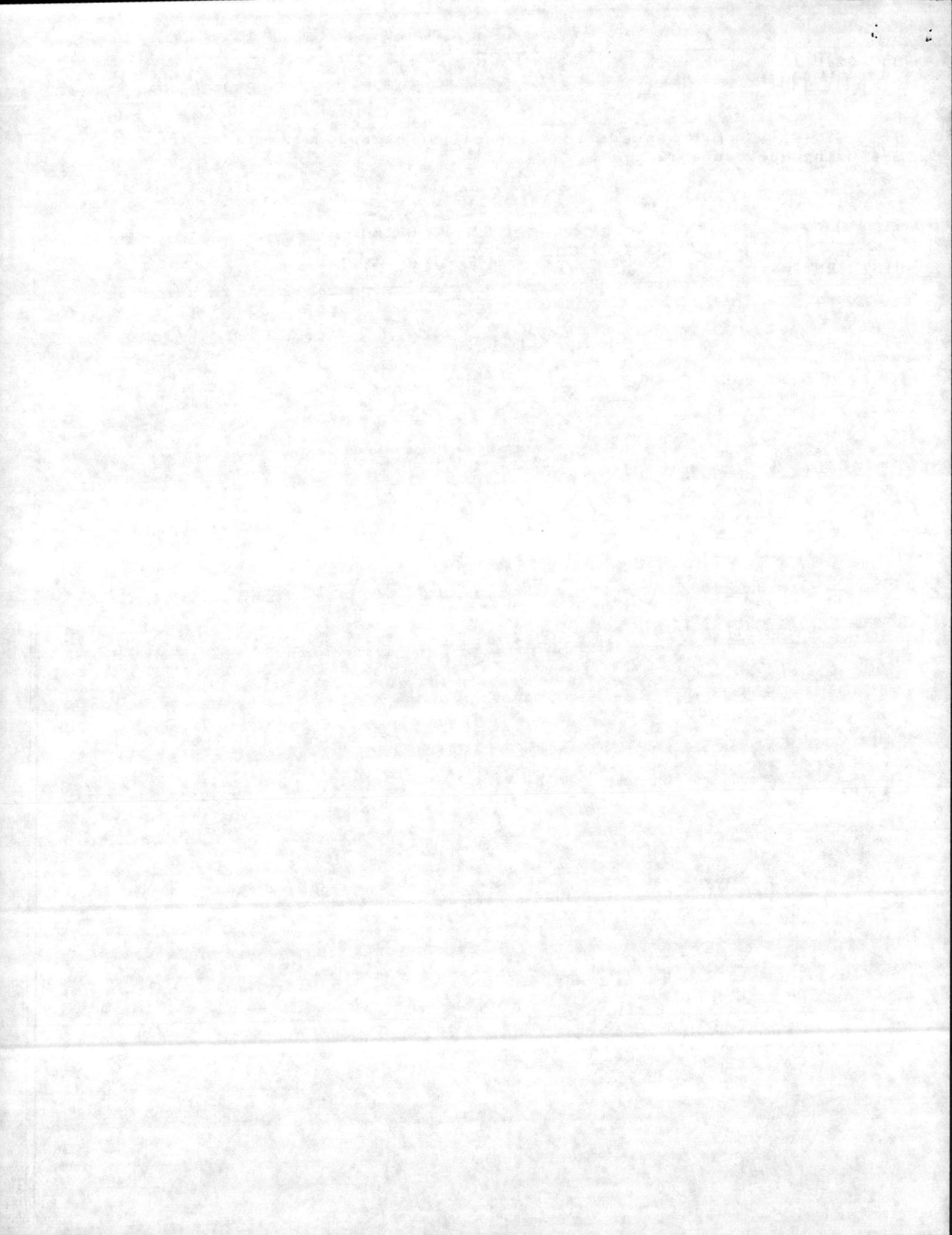
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(9) Submit request for disposal of hazardous waste to the S-4 using enclosure (2).


R. R. GREEN

DISTRIBUTION: A





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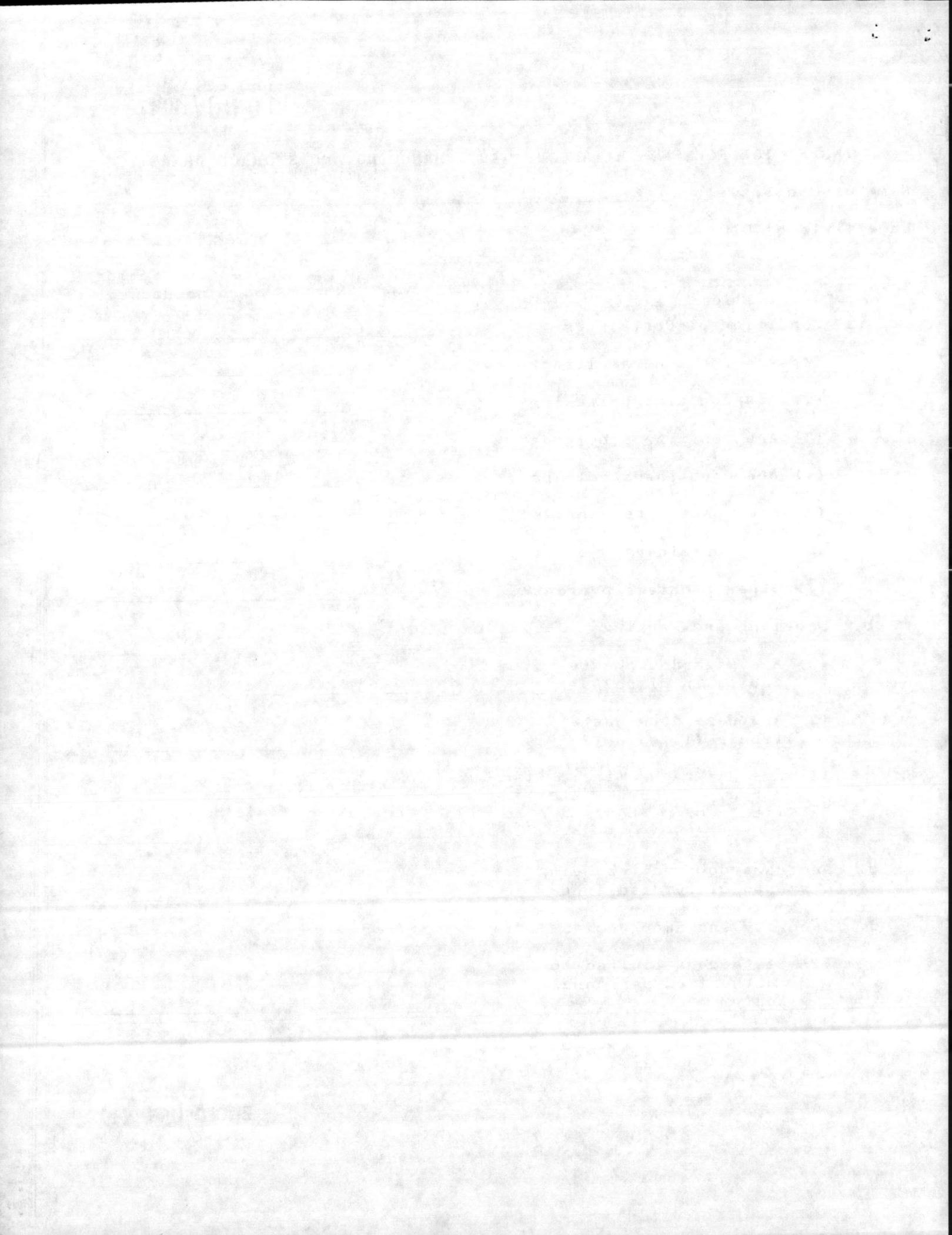
INSPECTION FORM FOR HAZARDOUS WASTE HANDLING AND STORAGE AREAS

Name of Facility: _____

Name/Title of OIC: _____

Area of Concern	Yes	No	Corrective action needed
a. Condition of Containers	_____	_____	_____
(1) Are containers closed?	_____	_____	_____
(2) Are containers leaking?	_____	_____	_____
(3) Are containers bulging?	_____	_____	_____
(4) Are containers collapsed?	_____	_____	_____
(5) Are containers corroded?	_____	_____	_____
(6) Are containers overfilled?	_____	_____	_____
(7) Other problems present?	_____	_____	_____
b. Labeling and Marking			
(1) Are Hazardous Waste labels in place?	_____	_____	_____
(2) Are Hazardous Waste labels filled out?	_____	_____	_____
(3) Are Hazardous (i.e., flammable, corrosive, etc.) labels or markings adequate?	_____	_____	_____
c. Are Hazardous Waste's being disposed of by deadlines?	_____	_____	_____
d. Security and Emergencies			
(1) Is access limited to authorized personnel only?	_____	_____	_____





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(2) Is emergency response information posted?

Yes

No

Corrective action needed

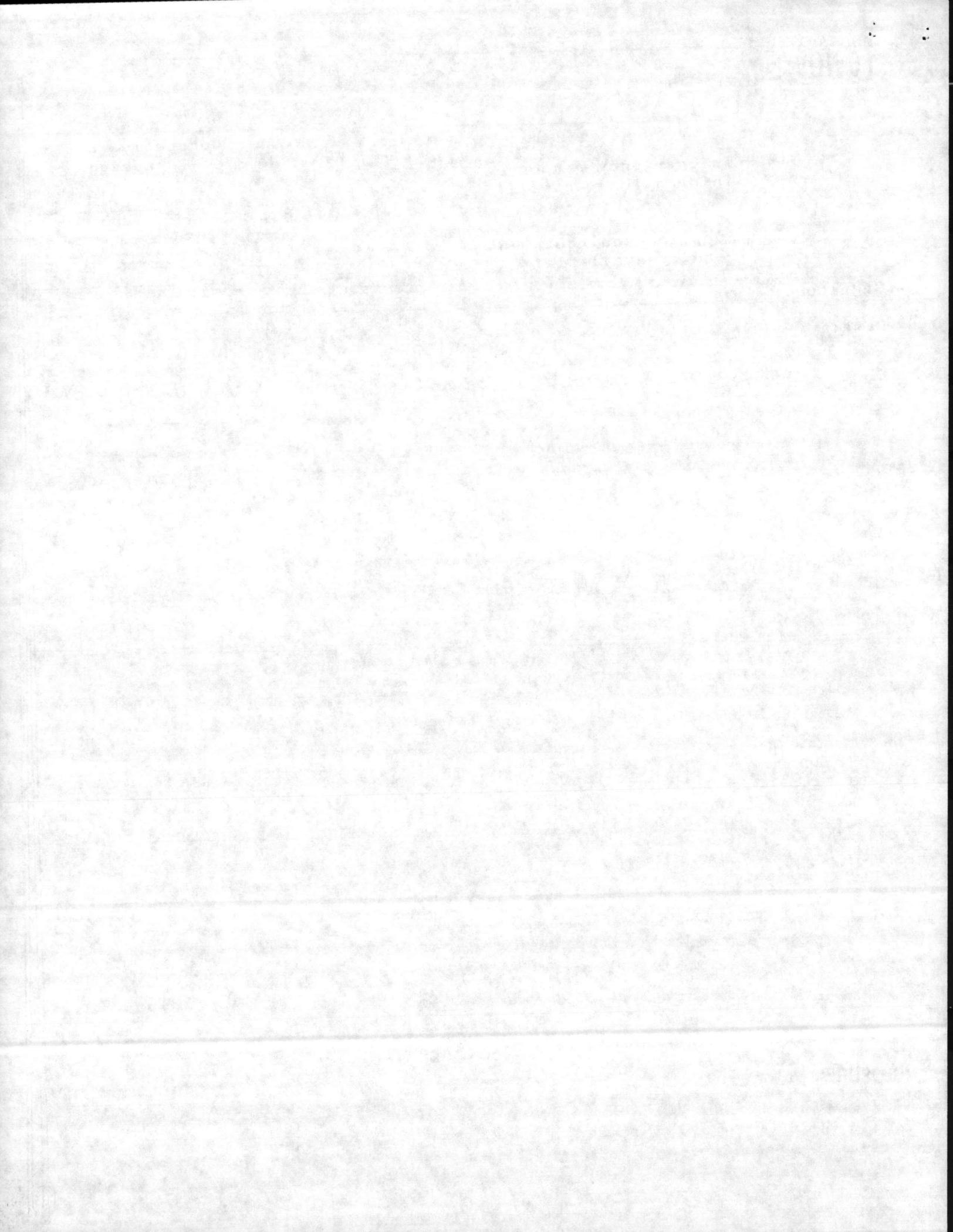
(3) Supplies and equipment readily available?

Signature: _____

Date: _____

ENCLOSURE (1)





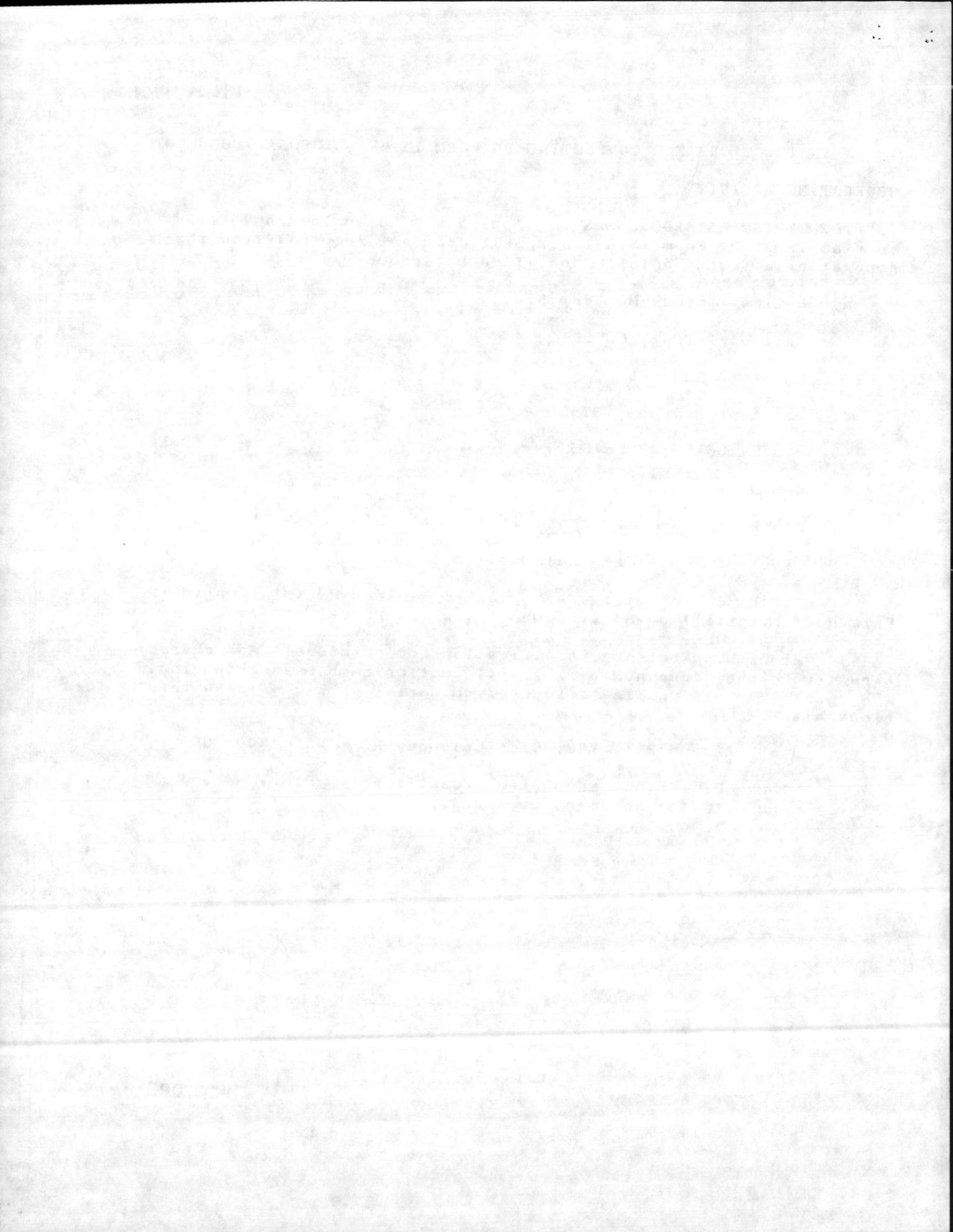
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INSTRUCTIONS FOR COMPLETING DD FORM 1348-1 DISPOSAL DOCUMENT

GENERATING ACTIVITY

1. IDENTIFIED HAZARDOUS WASTE. Appendix A to enclosure (5) is an example of DD Form 1348-1 disposal document required from the generating activity on all identified Hazardous Waste.
 - a. National Stock Number (NSN): CC 8-22
 - b. Unit of Issue: CC 23-24
 - c. Quantity CC: 25-29
 - d. Document Number: CC 36-43
 - e. COG Symbol: CC 55-56
 - f. Unit Price: CC 74-80
 - g. Block A: Name of Organization (telephone number)
 - h. Block B: MCB, Camp Lejeune, NC (451-1634)
 - i. Block C: (normally left blank): Insert HM (if turn-in is Hazardous Material) or HW (if turn-in is Hazardous Waste).
 - j. Block U: Freight Classification nomenclature: Add characters (two alpha, four numeric) identification number as shown in 49 CFR, part 172. If unable to identify Material or Waste leave this block blank.
 - k. Block AA and BB: MCB, Camp Lejeune, NC - NC 6170022580
 - l. Block CC: Have transporter (identified in Block AA and BB) sign and date for shipment received.





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m. Blocks DD, EE, FF, and GG: Insert the following statement in these blocks (Note: Rubber stamp, typewritten or machine produced copy required): This is to certify that the above named materials are properly classified, described, packaged, marked and labeled in proper condition for transportation according to the applicable regulation of DOT and EPA.

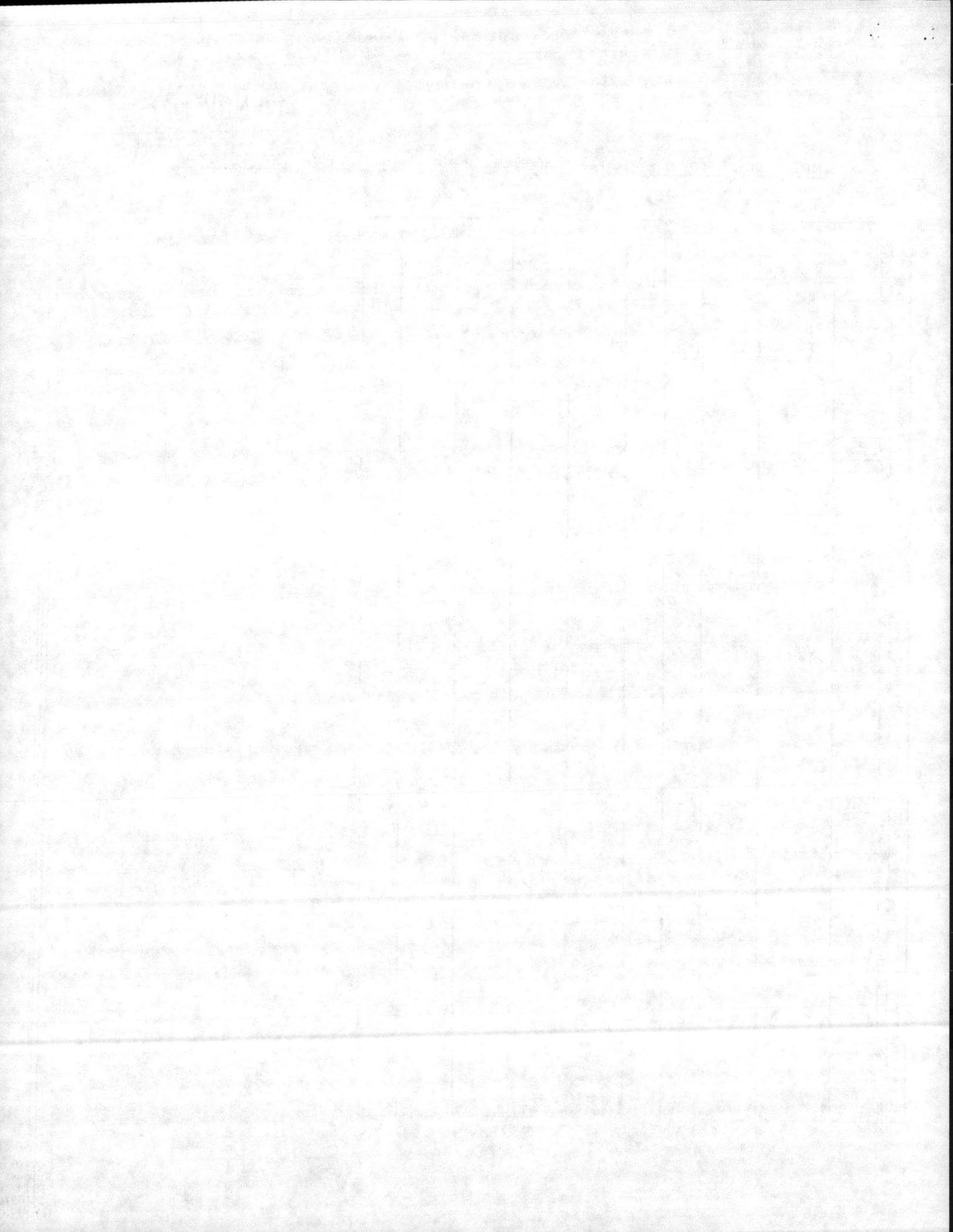
(Note 1)

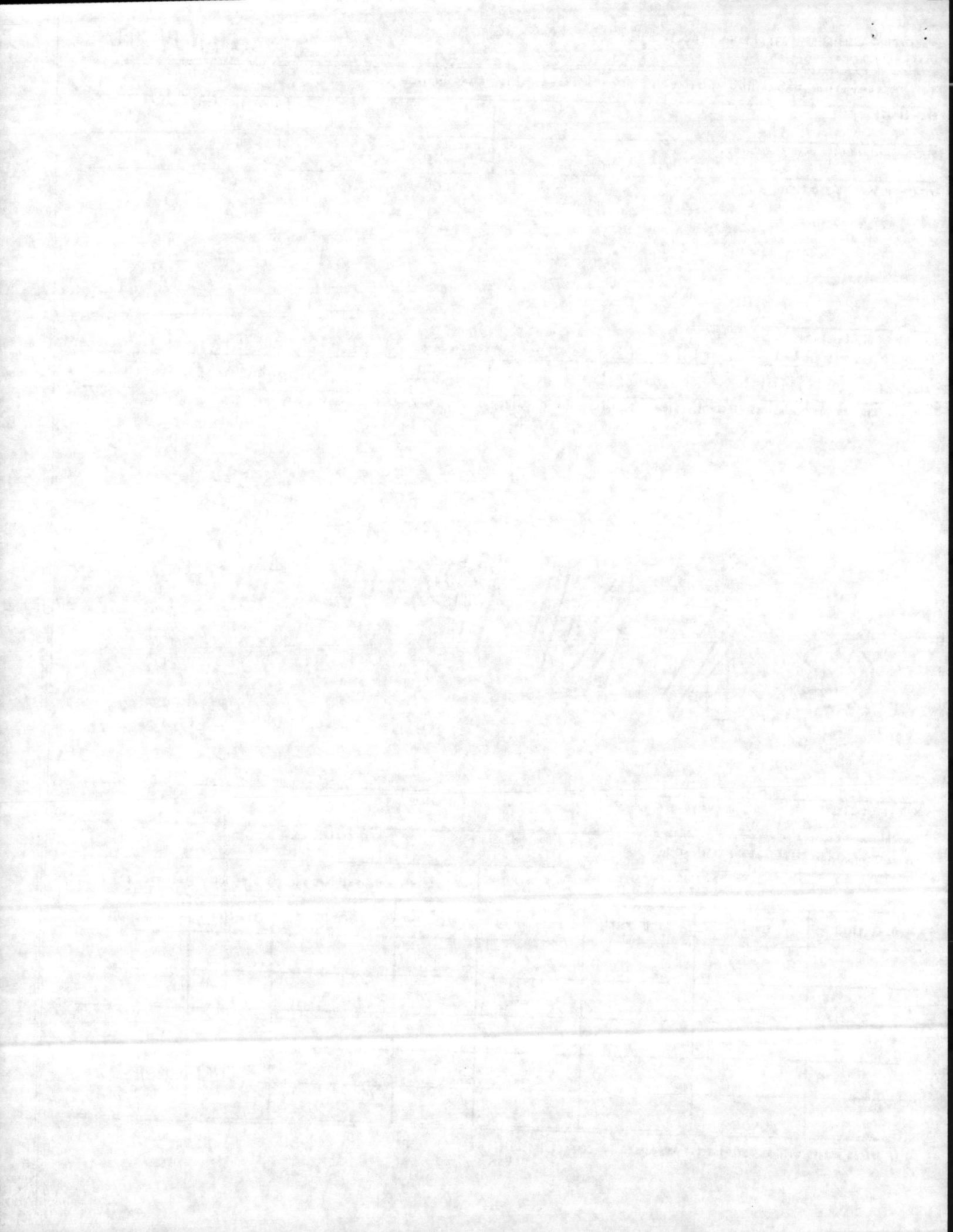
(Signature)

(Date)

ENCLOSURE (2)







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LINE ITEMS	FSN	QUANTITY	UNIT OF ISSUE	NO. PER INTERMEDIATE PACKAGE	NO. OF ITEMS PER PAK	ITEMS PER MULTIPLE PACK NO. OF PACK
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						

DATE RECORDED BY P&P BRANCH

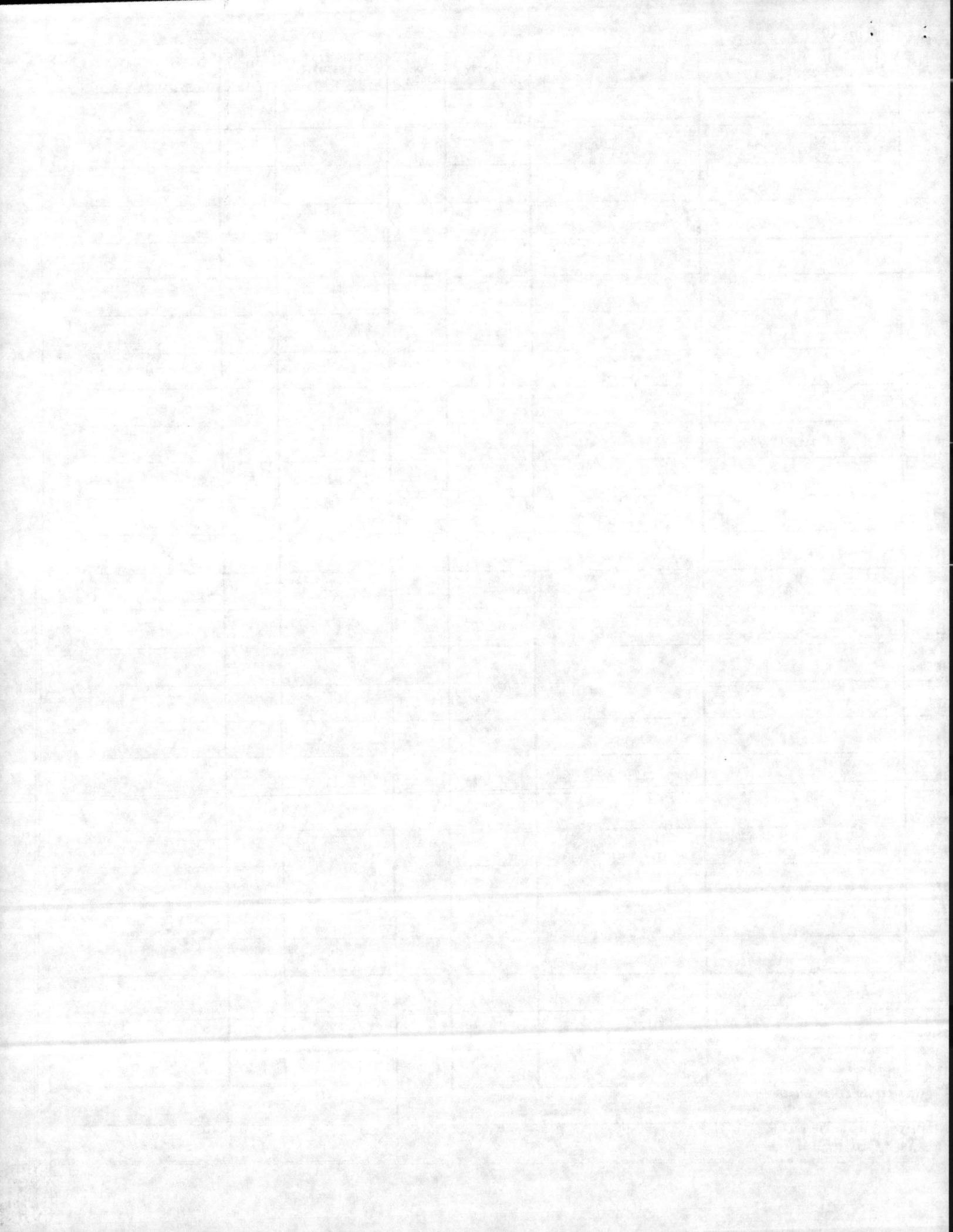
PICKED UP BY

DATE COMPLETED BY P&P BRANCH

DATE

ENCLOSURE (3)





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LINE ITEMS	NOMENCLATURE	FSN	QUANTITY	UNIT OF ISSUE	NO. PER INTERMEDIATE PACKAGE	NO. OF ITEMS PER PACK
	Dry Cleaning Solvent	6850-00-285-8012	3	55gal Drums		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
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25.						
26.						
27.						

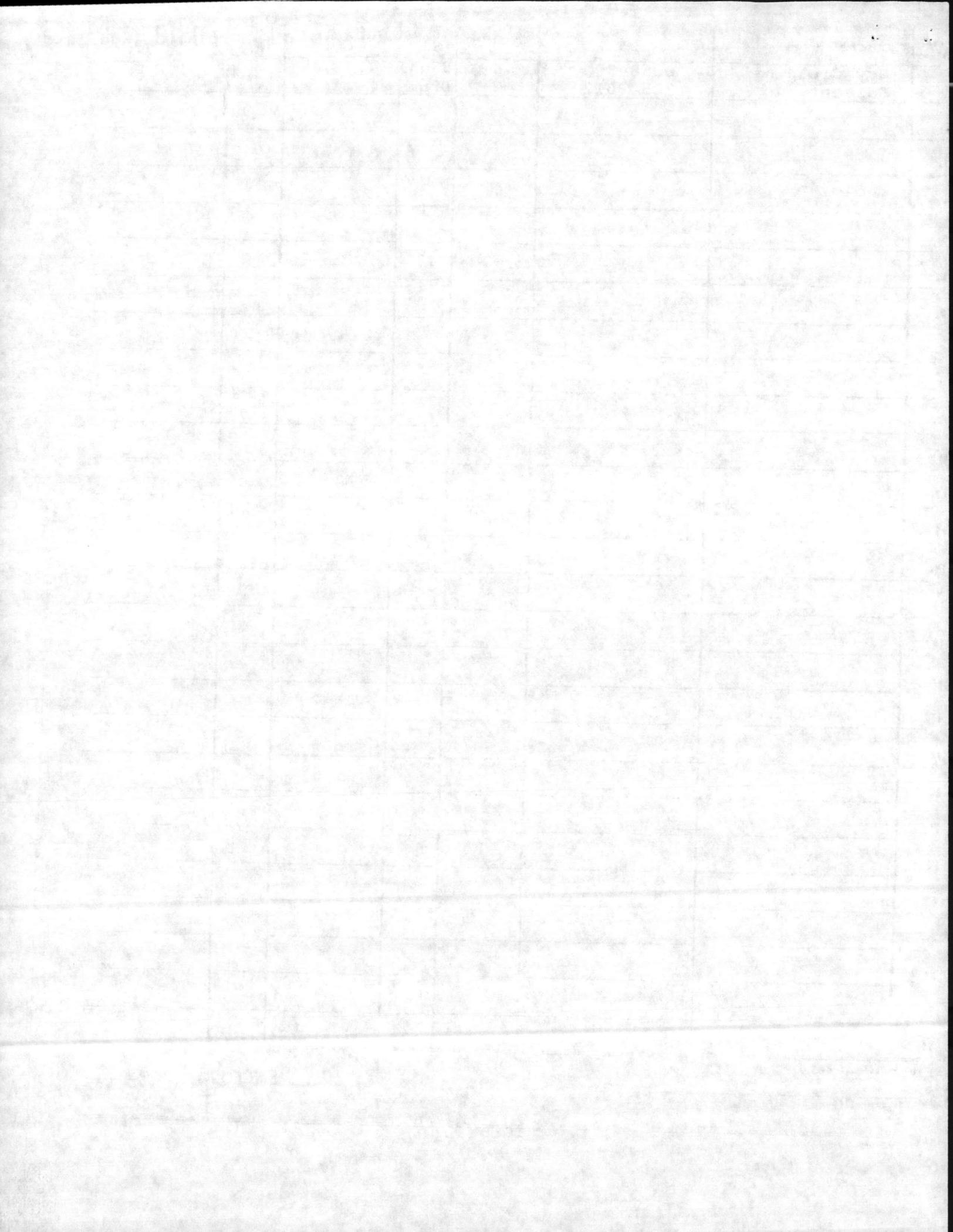
DATE RECORDED BY P&P BRANCH

PICKED UP BY

ENCLOSURE (3)

DATE COMPLETED BY P&P BRANCH





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HAZARDOUS WASTE TRAINING FILE

Training Record: Hazardous Waste Management/Disposal

Name of Organization: _____

Employee Name: _____

Job Title: _____

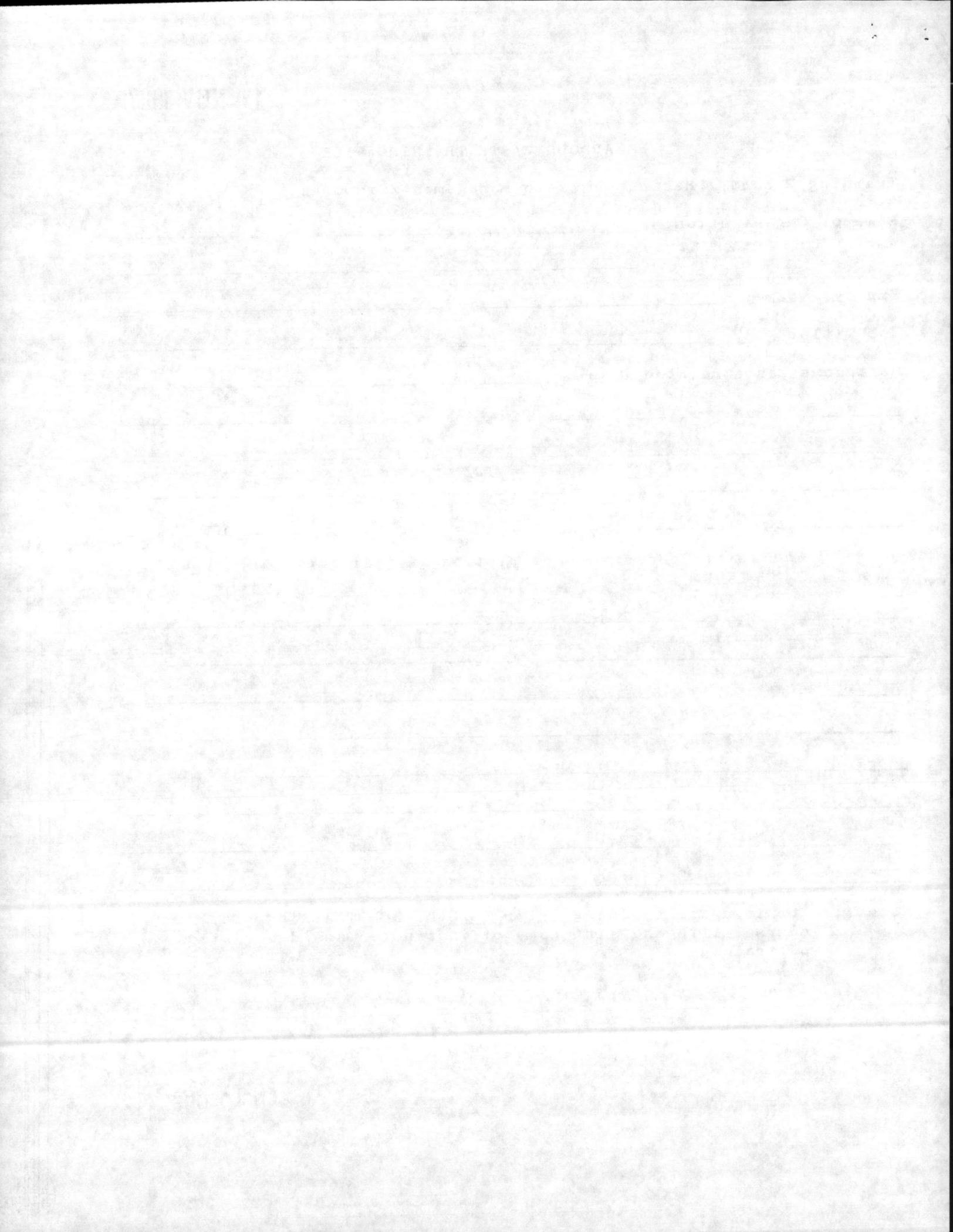
Hazardous Waste Related Duties: _____

Date	Title of Course and Description of Training (See Note 1)	Employee Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note 1: For informal training enter "On the Job Training" for course title and list name of instructor and description of training.

ENCLOSURE (4)



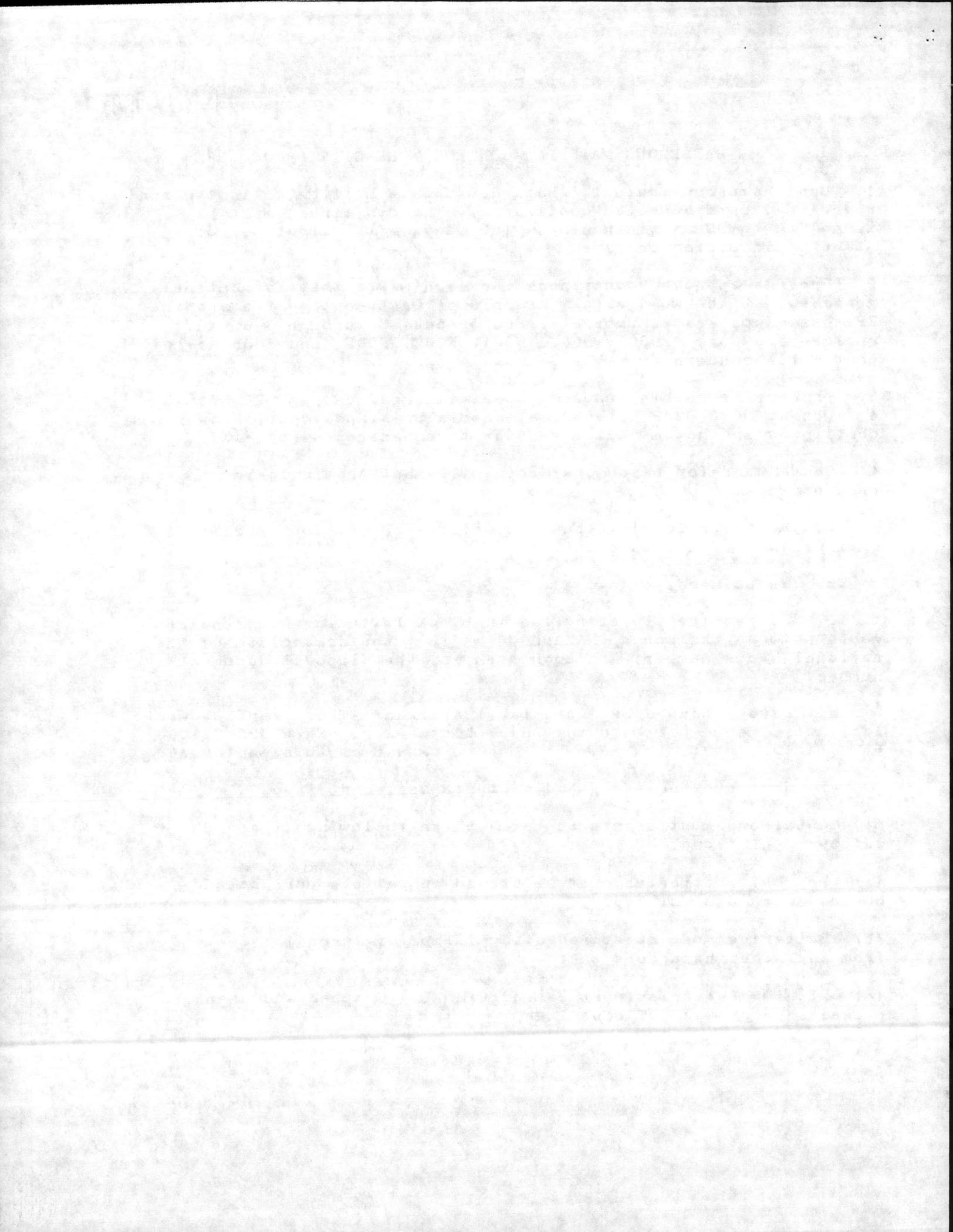


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HAZARDOUS MATERIAL CONTROL WORK SITE PROCEDURES

1. Used hazardous material/hazardous waste will be collected and segregated into approved containers. The containers must be turned in to DRMO within ninety (90) days after first day of starting accumulation date.
2. Provide approved containers for each waste that is routinely generated at the work site. Example of waste categories are the EPA hazardous waste numbers listed on page 3 through 5 of this enclosure. .Note: D001, D007, F001, F002, F003, and F005 are of particular concern.
3. Whenever possible, unused material listed on page 2 through 4, such as U080-U239 categories, should be disposed of in original containers and not mixed with other type hazardous materials.
4. Containers for hazardous waste will meet the following requirements:
 - a. Meet applicable Department of Transportation specifications and be in good condition.
 - b. Be painted yellow.
 - c. Be prominently stenciled in black lettering with the EPA waste number, the words "HAZARDOUS WASTE", the nomenclature, the national stock number, and upon turn in, the disposal document number.
 - d. Have a hazardous waste label affixed. The hazardous waste label will be completed using indelible marker, NSN #7520-01-C00-8370, according to the instructions on page 6 of this enclosure.
 - e. Have bung hole caps adequate to seal containers.
5. Containers must be stored to meet the following fire and safety regulations.
 - (a) Dry cell batteries must be stored on pallets upright and covered with 3/8" plywood.
 - (b) Batteries must be stored at a minimum of three (3) feet from any other hazardous waste.
 - (c) Lithium Batteries must be individually wrapped and then packed in approved DOT container.



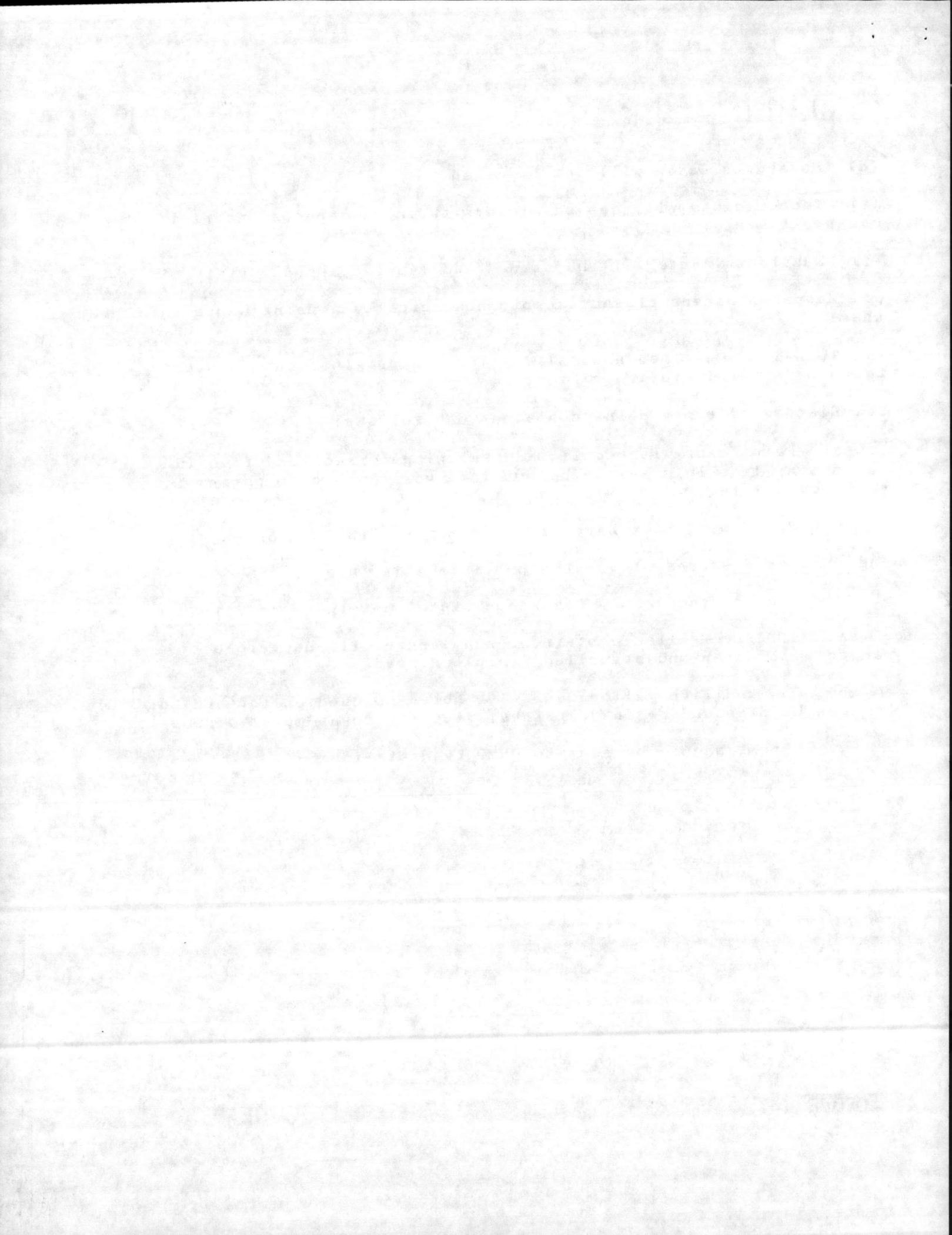


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- (d) Hazardous waste will not be mixed.
- ~~(e) Insecticides will not be mixed with any hazardous material/hazardous waste.~~
- (f) Hazardous waste will be stored and labeled appropriately.
- 6. Keep containers closed except when actually pouring waste into them.
- 7. Turn in of expired shelf life items in original unopened containers is permissible.
- 8. Dispose of empty paint containers as follows:
 - a. Paint cans with no liquid remaining (dried) and five (5) gallons or less in size may be put into solid waste dumpsters in small quantities.
 - b. Paint cans that have liquid remaining in them or large quantities of empty paint cans will be considered Hazardous Waste and must be disposed of via the provisions of this order.
- 9. Dispose of other empty Hazardous Waste containers as follows:
 - a. All five gallon containers and larger will be triple rinsed with water and stenciled "Triple Rinsed".
 - b. One and five gallon cans with holes punched on top and bottom can be disposed of in dumpsters, vice the scrap metal disposal.
 - c. Drums should be sent to DRMO by Battalion S-4.

ENCLOSURE (5)



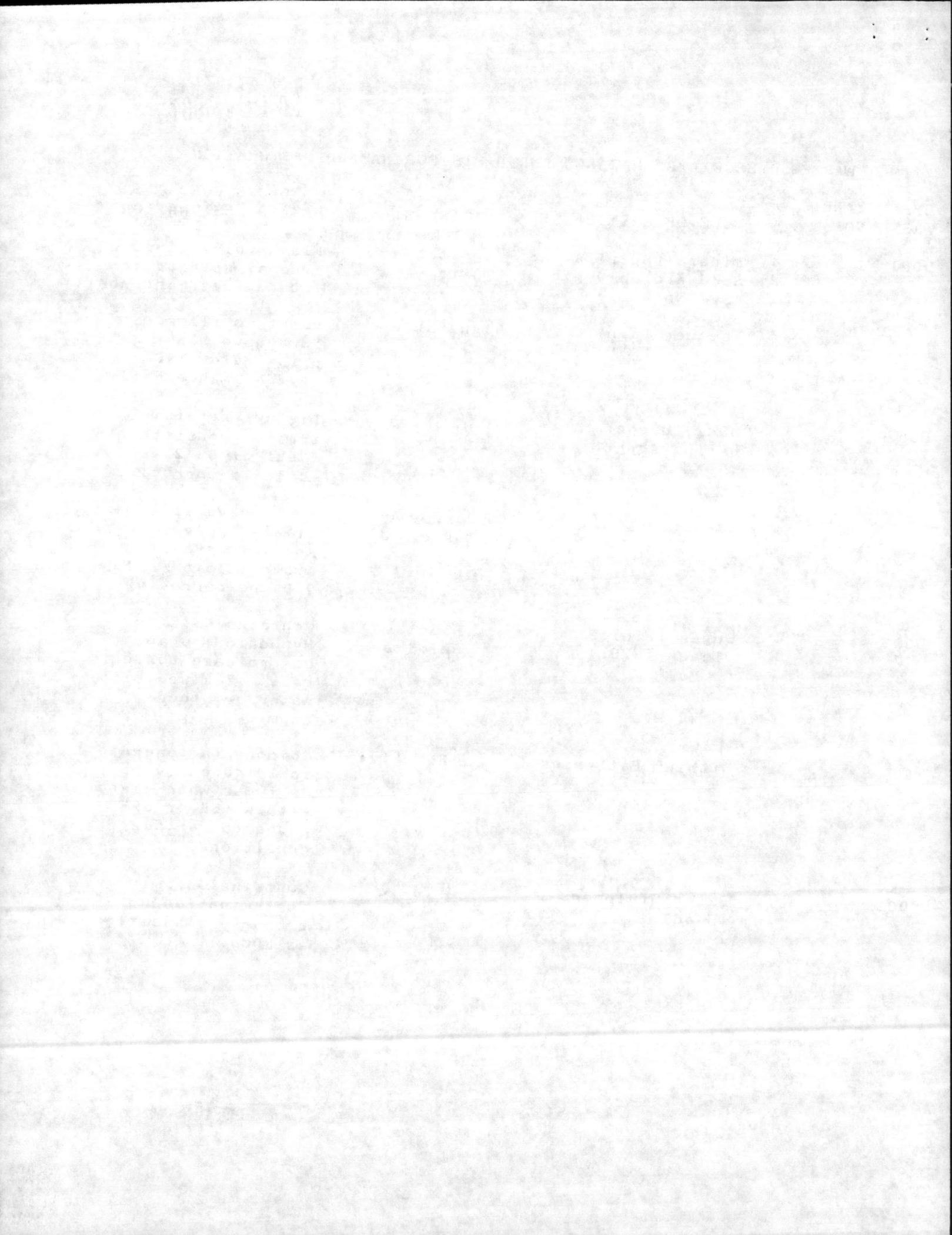


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WASTES, ASSOCIATED HAZARDS AND BASIS FOR HAZARD DESIGNATION

EPA HAZARD WASTE NO.	TYPE OF CHEMICALS	HAZARD(S)	BASIS FOR HAZARD DESIGNATION
D001	Mineral Spirits and Stoddard Solvents (See Note 1)	Ignitable Toxic	Flash point of pure mineral spirits is 100 Degrees Fahrenheit
	Lacquer Paint	Ignitable	Paint is flammable Some have flash point below 140 Degrees Fahrenheit
D002	DS-2, Decontaminating Agent	Corrosive Toxic	Diethylenetriame, a major constituent (70%) of DS-2 is toxic or corrosive.
	Used Electrolyte	Corrosive Toxic	PH of several types of electrolytes with specific gravity above 12.5 or below 2.0 are corrosive.
D003	Super Tropical Bleach (STB)	Reactive Oxidizer	Contains Calcium Hypochlorite and can release toxic gases if mixed with water or other chemicals.
	Lithium Batteries	Reactive	Components generate toxic gases, vapors or fumes when mixed with water or exposed to certain PH conditions.
D007	Paint Strippers (Used)	Toxic	Contains Chromium Contamination not properly classified as F009.





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D009

Mercury from Meter
Maintenance

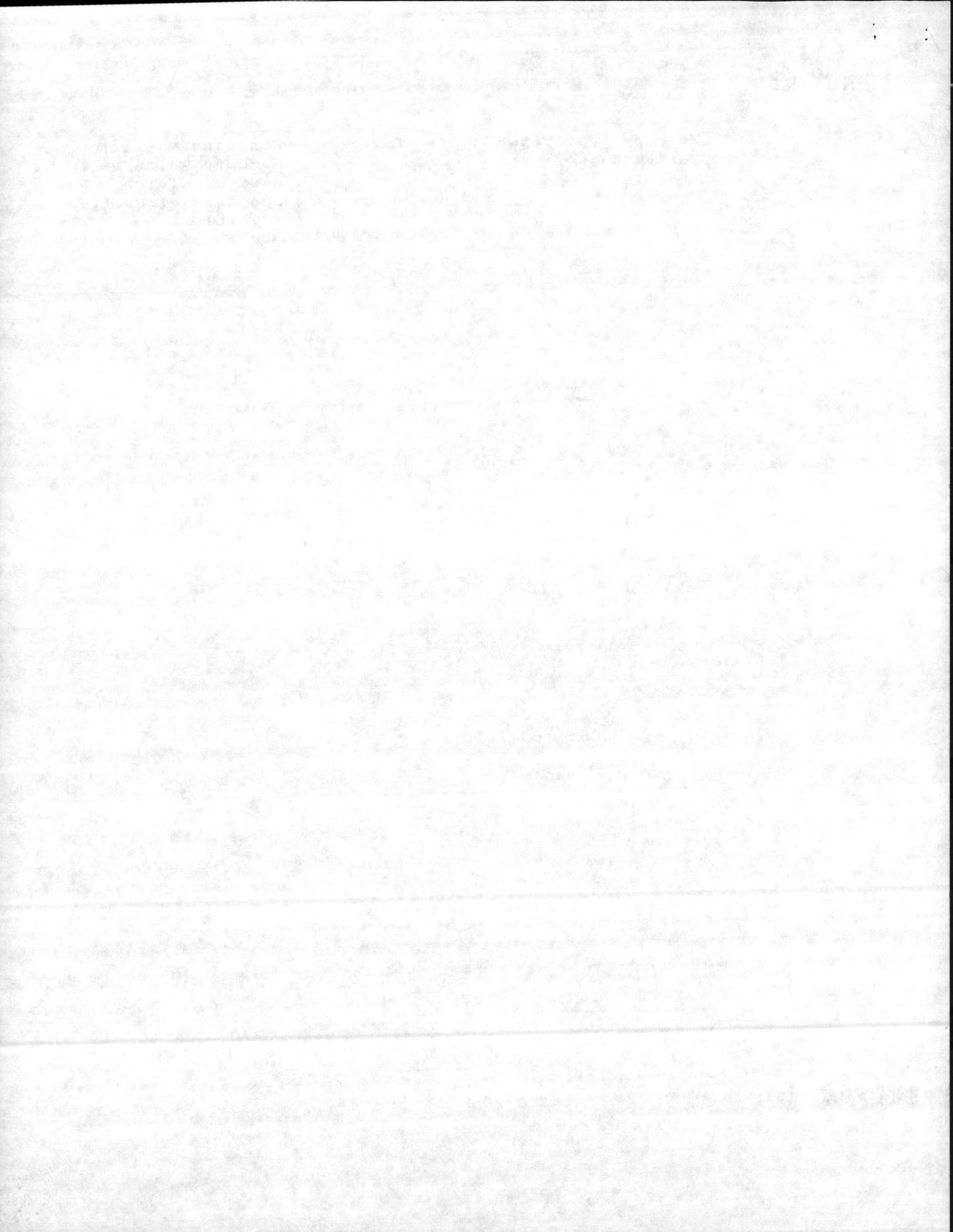
Toxic

Contains metallic
Mercury which is in
used condition. Not
properly classified
as UI51.

ENCLOSURE (5)

4





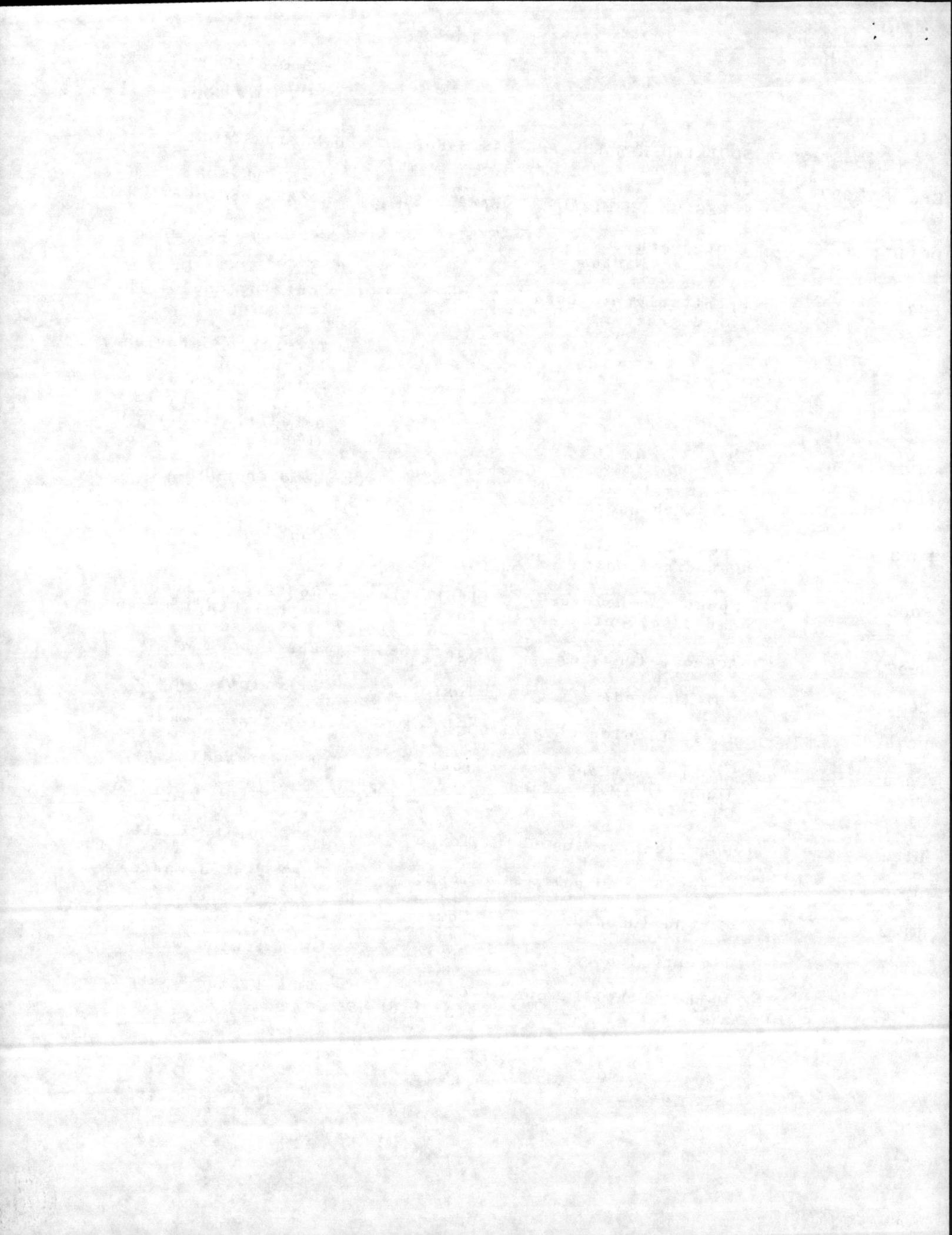
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WASTES, ASSOCIATED HAZARDS AND BASIS FOR HAZARD DESIGNATION

EPA HAZARD WASTE NO.	TYPES OF CHEMICALS	HAZARD(S)	BASIS FOR HAZARD DESIGNATION
D011	Photographic Chemical Wastes	Toxic	Contains Silver
F001	Spent solvents used for degreasing	Toxic	Contains one of the following: Tetrachloroethylene, Trichloroethylene, Methylene Chloride, 1, 1, 1-Trichloro-nated fluorocarbons (FREON)
F002	Spent solvents and paint thinners	Toxic	Same as F001
F003	Spent non-halogenated solvents	Ignitable	Contains Acetone or Xylene
F005	Spent non-halogenated solvents	Ignitable Toxic	Contains Toluene, Methyl Ethyl Ketone
U002	Ace-one (unused)	Ignitable	EPA listed waste
U061	DDT (unused)	Toxic	EPA listed waste
U076	1, 1, Dichloromethane	Toxic	EPA listed waste
U080	Dichloromethane (unused) (Methylene Chloride)	Toxic	EPA listed waste
U122	Formaldehyde (unused)	Toxic	EPA listed waste
U129	Lindane (unused)	Toxic	EPA listed waste
U142	Kepone (unused)	Toxic	EPA listed waste
U151	Mercury (unused)	Toxic	EPA listed waste
U159	Methyl Ethyl Ketone (unused)	Toxic Ignitable	EPA listed waste

ENCLOSURE (5)





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HAZARDOUS MATERIAL CONTROL WORK SITE PROCEDURES

WASTES, ASSOCIATED HAZARDS AND BASIS FOR HAZARD DESIGNATION

EPA WASTE NO.	TYPES OF CHEMICALS	HAZARD(S)	BASIS FOR HAZARD DESIGNATION
U188	Phenols (unused)	Toxic	EPA listed waste
U210	Tetrachloroethene (Tetrachloroethylene) (unused)	Toxic	EPA listed waste
U220	Toluene (unused)	Toxic	EPA listed waste
U228	Trichloroethene (unused) (Trichloro- ethylene)	Toxic	EPA listed waste
U239	Xylene (unused)	Toxic	EPA listed waste

NOTE:

1. If a particular standard solvent is found to contain Methylene Chloride, then it will be manifested and handled as F001 or F002 as appropriate.

ENCLOSURE (5)



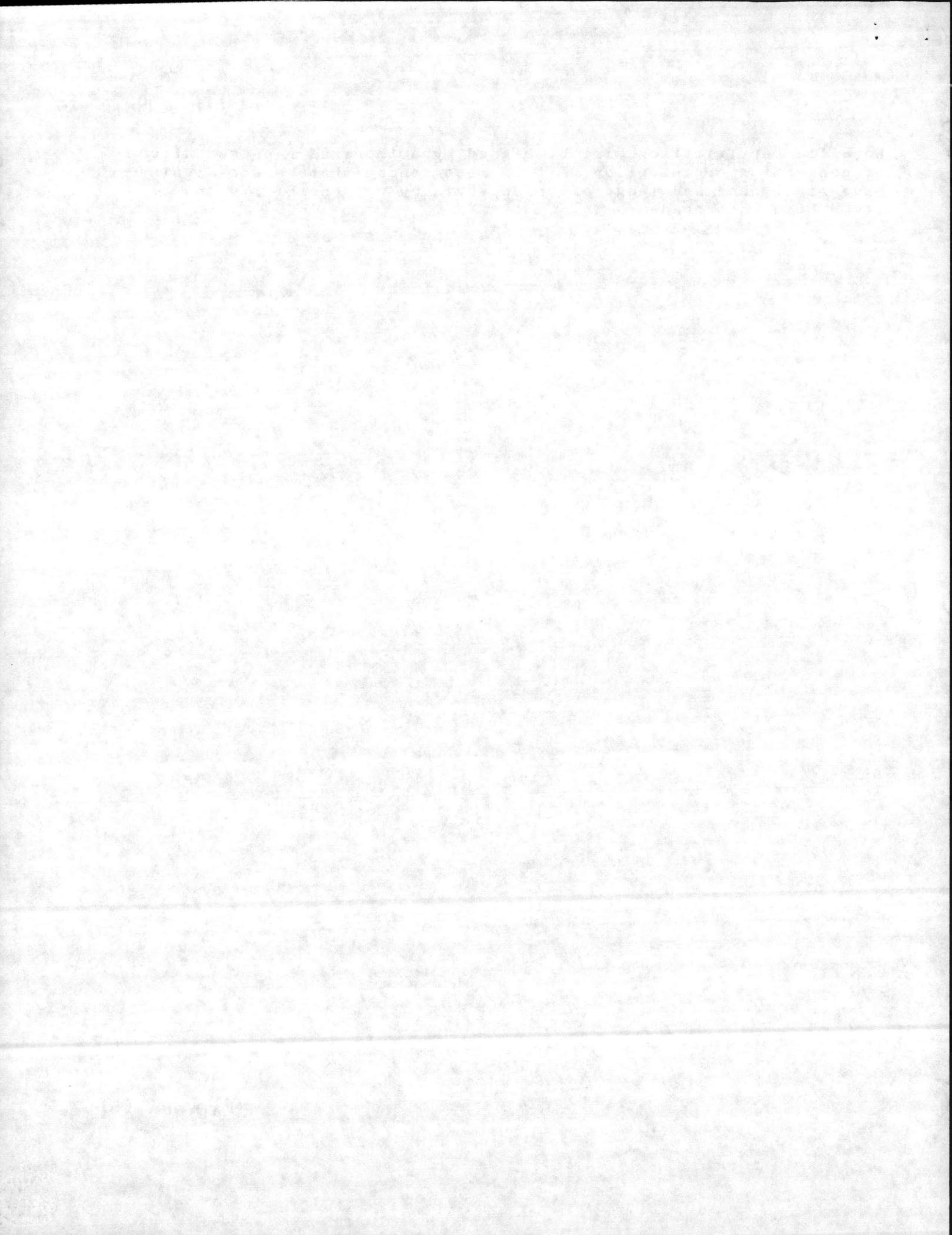
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Note 1: Certification will be signed by authorized representative of generating organization. It is recommended that person signing have first hand knowledge of or supervisory responsibility for items being disposed of.

ENCLOSURE (5)





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**HAZARDOUS
WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
IF FOUND, CONTACT THE NEAREST POLICE, OR
PUBLIC SAFETY AUTHORITY, OR THE
U.S. ENVIRONMENTAL PROTECTION AGENCY**

**PROPER D.O.T.
SHIPPING NAME _____ UN OR NA# _____**

GENERATOR INFORMATION:

**NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
EPA _____ EPA _____
ID NO. _____ WASTE NO. _____
ACCUMULATION _____ MANIFEST _____
START DATE _____ DOCUMENT NO. _____**

**HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTES**

Note 1: The depicted label will be put on all Hazardous Waste storage containers before using container. All entries are constant except as noted.

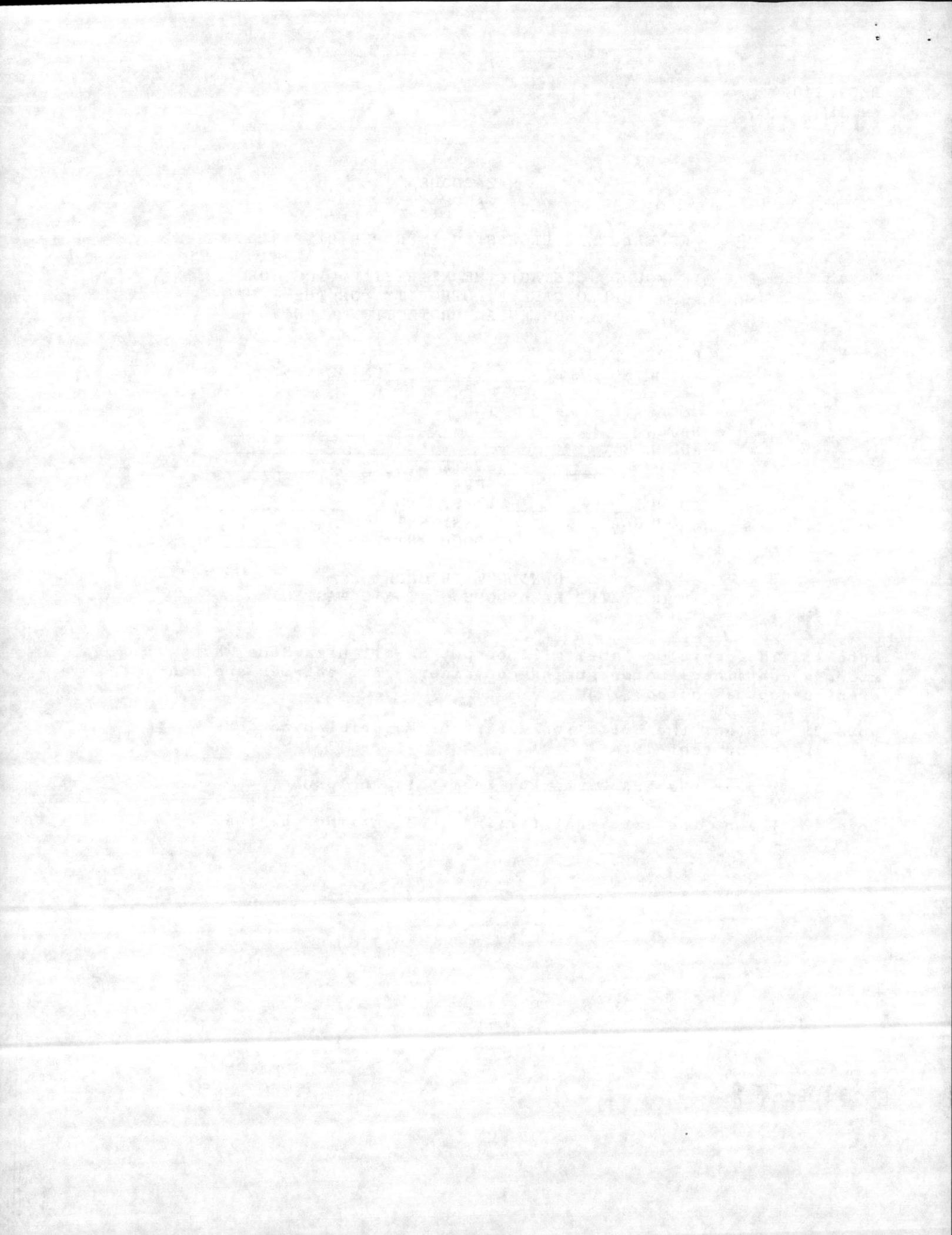
Note 2: Contact the Battalion Hazardous Material/Hazardous Waste Officer for correct data.

Note 3: Insert the EPA Waste No. from this enclosure.

Note 4: Insert the date that filling the container begins.

ENCLOSURE (5)





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FORMAT FOR
HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

COMMANDER. ALL MARINE CORPS, NAVY AND CIVILIAN PERSONNEL ON THE SCENE ARE EXPECTED TO PROVIDE AVAILABLE RESOURCES AS THE ON-SCENE COMMANDER DEEMS NECESSARY TO ABATE THE EMERGENCY AND PROTECT LIFE AND PROPERTY.

C. OTHER OFFICIALS TO BE NOTIFIED:

-- OIC REPRESENTATIVE _____ PHONE
NAME/RANK/TITLE

-- HAZARDOUS MATERIAL DISPOSAL OFFICER _____ PHONE
NAME/RANK/TITLE

D. ROSTER OF SHOP PERSONNEL AUTHORIZED AND TRAINED TO RESPOND TO HAZARDOUS MATERIAL AND WASTE SPILLS/EMERGENCIES:

NAME/RANK/TITLE OF INDIVIDUAL

HAZARDOUS MATERIAL/WASTE
EMERGENCY RESPONSIBILITIES

I hereby certify that the above personnel are properly trained and authorized to carry out the specific responsibilities shown above. These individuals shall assist in handling hazardous material/waste spills and related emergencies to the extent that they can do so safely.

OIC REPRESENTATIVE

DATE



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HAZARDOUS WASTE CONTINGENCY PLAN
FORMAT FOR
HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

(NAME OF FACILITY)

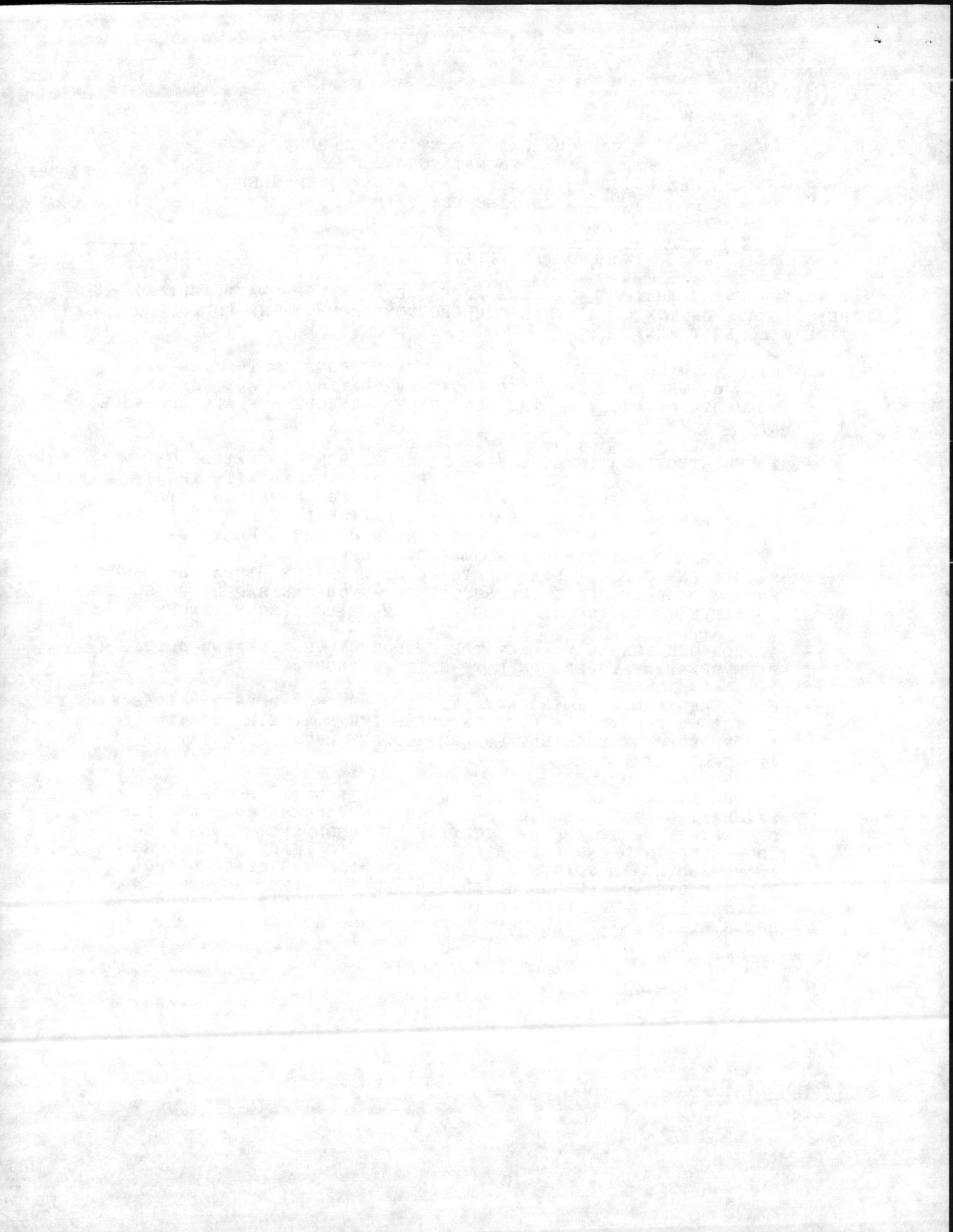
BLDG. #

A. IN THE EVENT THAT A HAZARDOUS MATERIAL/HAZARDOUS WASTE SPILL, FIRE, RELEASE OF TOXIC OR SIMILAR EMERGENCY OCCURS, THE FOLLOWING ACTION WILL BE TAKEN:

- FIRST, IMMEDIATELY ALERT EMPLOYEES/PERSONS IN THE IMMEDIATE AREA OF THE EMERGENCY AND BEGIN EVACUATION OF ANY PERSONS SUBJECT TO INJURY BY THE EMERGENCY. EVACUEES SHALL ASSEMBLE AT _____.
- IMMEDIATELY, NOTIFY THE BASE FIRE DEPARTMENT, EXTENSION 3333. PROVIDE THE FIRE DEPARTMENT DISPATCHER WITH THE BEST ESTIMATE/AVAILABLE KNOWLEDGE OF THE AMOUNT AND TYPE OF HAZARDOUS SUBSTANCE SPILLED; LOCATION TO THE EMERGENCY; WHETHER OR NOT ANY PERSONS HAVE BEEN OR ARE LIKELY TO BE INJURED AND ANY OTHER INFORMATION HELPFUL TO EMERGENCY RESPONSE PERSONNEL. STAY ON THE LINE WITH THE DISPATCHER AND FOLLOW DISPATCHER'S INSTRUCTIONS IF YOU CAN SAFELY DO SO. CONTINUE TO ADVISE DISPATCHER OF CHANGING CIRCUMSTANCES.
- ASSIGN ONE PERSON TO MEET THE EMERGENCY VEHICLE AND GUIDE FIRE DEPARTMENT PERSONNEL TO SPILL/EMERGENCY SITE.
- BEGIN ASSEMBLING EMERGENCY SUPPLIES AND EQUIPMENT AVAILABLE AT THE WORK SITE. A LIST OF THESE ITEMS, THEIR LOCATION AND PERSONS RESPONSIBLE FOR PROVIDING THEM ARE CONTAINED IN ATTACHMENT (A).
- IF THE CIRCUMSTANCES OF THE EMERGENCY PERMIT, BEGIN CONTAINMENT OF THE SPILL BY SHUTTING OFF VALVES, CONSTRUCTION OF EARTHEN DIKES AND APPLICATION OF ABSORBENT. ONLY PERSONNEL TRAINED AND AUTHORIZED BY THE OIC SHALL BE ALLOWED TO ENTER THE IMMEDIATE AREA OF THE SPILL. SECTION D PROVIDES A LIST OF PERSONNEL AUTHORIZED TO ENTER THE AREA AND ACTIONS THEY ARE EXPECTED TO TAKE. UPON ARRIVAL AT THE SCENE, THE FIRE DEPARTMENT WILL CONTROL ACCESS TO SITE.

ENCLOSURE (6)

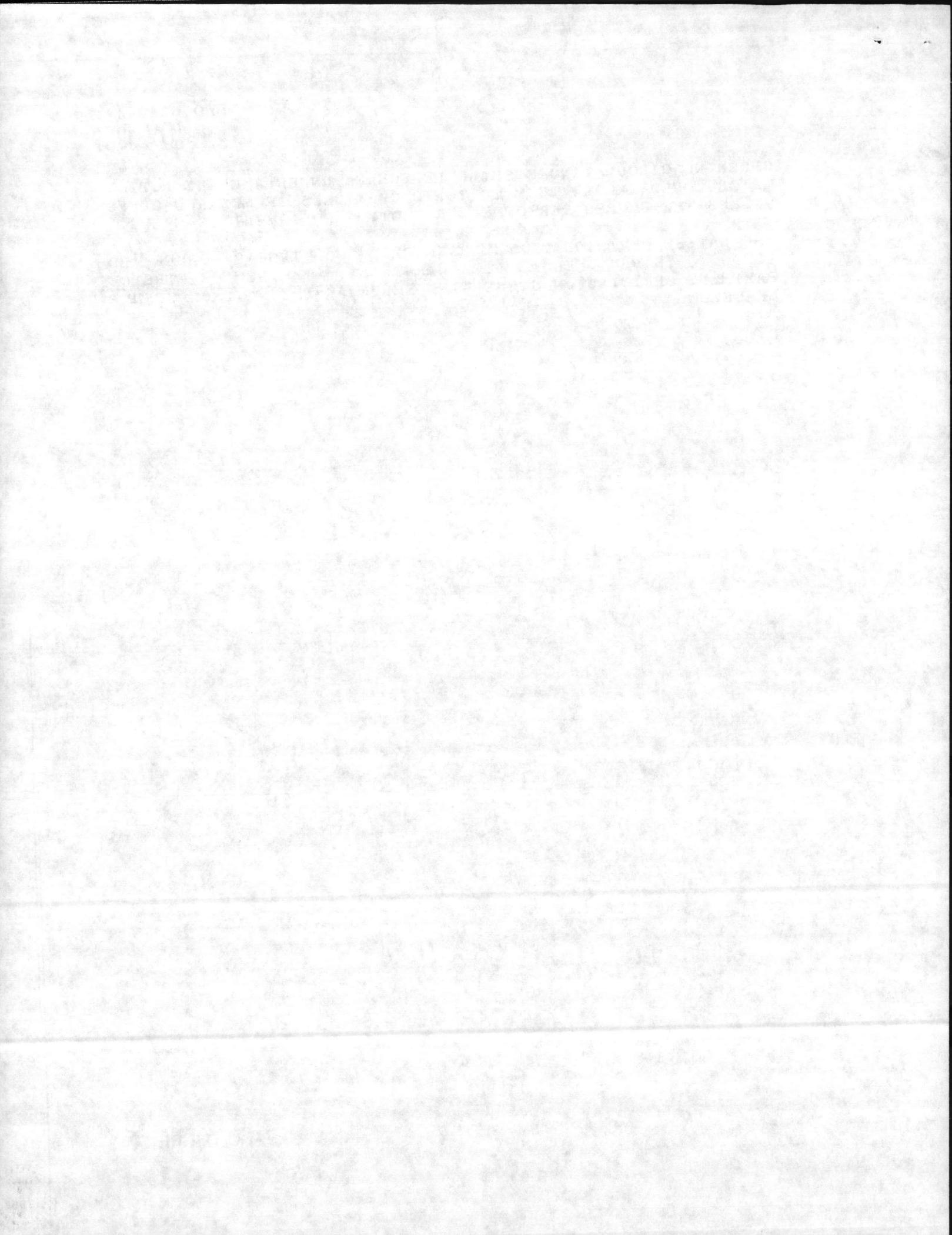




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- UNDER NO CIRCUMSTANCES SHALL PERSONNEL UNDERTAKE ANY ACTION WHICH WOULD EXPOSE THEM TO TOXIC CHEMICALS, FUMES AND GASES UNLESS THE PROPER PERSONNEL PROTECTION EQUIPMENT IS USED.
- THE LATEST REVISION OF THE BASE SPILL CONTINGENCY ORDER, BO 11090.1, IS PROVIDED AS ATTACHMENT (B). THE SENIOR FIRE DEPARTMENT OFFICIAL ON SCENE WILL SERVE AS THE NAVY ON-SCENE-LEADER.





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FORMAT FOR
HAZARDOUS WASTE SPILL AND RELATED EMERGENCY
CONTINGENCY PLAN

ITEM DESCRIPTION/LOCATION/
NAME AND PHONE NO. OF
PERSON RESPONSIBLE FOR
MAINTAINING AND PROVIDING
ITEM

TYPES OF HAZARDOUS MATERIAL
AND WASTE TO BE USED ON

Inventory of available
Hazardous Material/Waste
Spill Response and Clean-
up Equipment and Supplies

APPENDIX (A) TO

A-1

ENCLOSURE (6)



